

SECRET

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OF-064	
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	
Annual Briefing - DDS					<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		
		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
				<input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify) <input checked="" type="checkbox"/> DDS		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)	
		Annually				
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Dissertation		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO			DDS	
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
Division Chief				All Branch Reports		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-14	\$11.74	10	=	\$117.40	1	= \$117.40
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$117.40
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Required by DDS to update his knowledge of the activities of various Divisions.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS	
<input type="checkbox"/> CHANGE					DOLLARS	
<input type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION
		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100070-9				
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